

**ENGINEERING AND RELATED SERVICES  
MARCH 5, 2010**

**STATE PROJECT NO. 700-99-0540  
RETAINER CONTRACT FOR INTELLIGENT TRANSPORTATION SYSTEMS  
(ITS) CONSTRUCTION ENGINEERING & INSPECTION (CE&I) SERVICES  
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

**Project Manager** – Ms. Elizabeth Delaney, P.E.

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will perform engineering and related services for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

The selected Consultant will perform technical construction engineering and inspection services for statewide ITS projects. The limits of this proposed engineering contract will be statewide and include ITS deployment/construction projects planned in the New Orleans, Baton Rouge, Shreveport/Bossier, Lafayette, Houma, Monroe, and Lake Charles transportation management areas.

**SCOPE OF SERVICES**

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

Review of Shop Drawings & Equipment Submittals

The Consultant will perform engineering shop drawing and equipment submittal review, comment and approval for all ITS and communications design elements, devices, buildings, components, and infrastructure specified in ITS projects. Also included are

review, comment, approval and participation by the Consultant of all hardware and systems testing procedures and plans.

Specific shop drawings and equipment submittals anticipated to be required in this task include:

- CCTV Site Components
- DMS Site Components
- Hub Site Components
- Optical Fiber System Components
- Electrical System Components
- Communications System Integration
- ITS Systems Integration
- Traffic Control Layout
- Structural Components
- Foundation Components
- Miscellaneous Items

#### Perform CE&I Services

The Consultant will assist DOTD District Area Engineers and Project Engineers and the DOTD ITS Section during the construction phase of an ITS project by providing CE&I services for all ITS and communications design elements, devices, buildings, components, and infrastructure implemented by the project as directed by the Project Manager. Project/contract administration, record keeping, and field tests and inspection of non-specialized ITS items (such as foundations, structural components, trenching/boring, soils, pavement, etc.) may also be required. The Consultant may also be responsible for performing tests on any new equipment furnished by the Contractor. A report of findings will be developed for each technical inspection performed and transmitted to the DOTD Project Engineer and Project Manager. Also, software integration performance and systems acceptance testing including terrain analysis and communications acceptance of the completed ITS system may be performed and overseen by the Consultant.

CE&I services to be performed may be in the form of part-time technical assistance provided to the Project Engineer and/or full-time resident CE&I to be performed daily on-site throughout the duration of an ITS project. The responsibilities, authority, and limitation of services performed under this task shall be consistent with Section 105.10 of the Louisiana Standard Specifications for Roads and Bridges, 2006 Edition (Blue Book).

Included in this task are the following deliverables:

- Resident Project Representation & On-Site Daily Inspection
- Daily Reports/Logs
- Technical Inspections by Callout

## **ITEMS TO BE PROVIDED BY DOTD**

1. Copies of design plans, specifications, and engineering estimates for the proposed ITS project.
2. Copies of as-built plans that are available in the DOTD Headquarters and District offices as required.

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$2,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at:

<http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or Responsible Member of the Prime Consultant must be a Professional Engineer\*, registered in the State of Louisiana, with at least 5 years of applied experience as a Project Engineer on ITS, electrical or related construction projects.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a) One Professional Civil Engineer registered in the State of Louisiana with at least five years experience in Traffic Engineering and/or ITS Engineering and with applied knowledge of intelligent transportation systems (ITS) design.
  - b) One Professional Electrical Engineer registered in the State of Louisiana with at least five years experience in Traffic Engineering and/or ITS Engineering and with applied knowledge of intelligent transportation systems (ITS) design.

- c) One senior-level Engineer Technician or Specialist with at least 10 years of applied experience in performing construction inspection duties, 5 years of which must be at a Lead Inspector level.
- d) One Traffic Control Supervisor, who has received traffic control certification (e.g., ATSSA certification).

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

\* Electrical Engineers will be given preference; however this may be met by an engineer of another discipline.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*\*

\*The ITS Design (IT) performance rating will be used for this project.

\*\* Location will be based from Marksville, Louisiana

Complexity level: moderate

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### **Communication Protocol**

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

**Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Elizabeth Delaney – Project Manager
3. Steve Glascock
4. Roy Esteven
5. Richard Foster
6. Carryn Ferrier

**Rules of Contact** (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

## CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-99-0540**, and will be submitted **prior to 3:00 p.m. CST on Monday, March 22, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Edward R. Wedge, III, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1989

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.